724/986

Help Other People With Their Tax Returns

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Volunteer
Income Tax Assistance

Department of the Treasury
Internal Revenue Service
Publication 724 (Rev. 7-86)

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READEX FICHE

Did You Know
There's something YOU can do about taxes?
There's something very good you can do about taxes. You can help people in your community who need assistance with their tax returns. You'll get free IRS training, and there's on-the-spot satisfaction you receive again and again as a VITA volunteer using your knowledge to help other people.

You and
Volunteer Income Tax Assistance
As a VITA volunteer, you'll help people who probably need tax help the most . . . lower-income, elderly, handicapped, and non-English speaking taxpayers. And you'll be giving the help at convenient places, such as neighborhood and community centers, libraries, churches and shopping malls.

How can you help?
You have a number of choices. It depends on what you'd like to do, your skills and knowledge. In addition to being a tax assistor, you could serve as an instructor, a site coordinator or a publicity director.

What if you can use some training, or brushing up?
The training's yours. Instruction and materials are FREE. IRS employees or volunteers train you how to prepare Forms 1040EZ, 1040A and the basic 1040.

New volunteers generally receive four-to-five days' instruction; experienced individuals, a one-to-two-day refresher. There's also self-instruction. A test on the material in the training guide shows whether you can do the job. Training is usually available December through January at a convenient location.

How else does the IRS back you up?
Technical assistance helps you ensure that taxpayers receive accurate assistance. A special toll-free Hotline answers your technical tax questions when you're helping taxpayers. The IRS randomly reviews volunteer-prepared returns and provides immediate feedback to help you maintain quality service.

Look to the IRS for help in obtaining publicity and for information on running your VITA site. Your IRS Taxpayer Education Coordinator is available before, during, and after training to help you have a successful program.

How can you qualify?
You qualify if you . . .
- can meet and deal with a variety of people,
- have experience or can learn about preparing income taxes,
- have general administrative or publicity experience,
- take pride in complete and accurate work,
- are willing to complete the IRS training program, and
- can spend several hours a week on VITA from January 1 through April 15.

How do you get involved in VITA?
To join VITA in your area, just call the Taxpayer Education Coordinator at the number listed on the back of this brochure, or mail the attached VITA Interest Card to the IRS office nearest you.

A Tribute to You
And Other Americans Who Are Volunteers
"We live in a society that always has depended on volunteers of different kinds — some who can give money, others who give time and a great many who freely give their special skills, full-time or part-time. If you look closely, you will see that almost anything that really matters to us, anything that embodies our deepest commitment to the way human life should be lived and cared for depends on some form — more often, many forms — of volunteerism."
—Margaret Mead and Rhoda Metraus,
Aspects of the Present
Courtesy of William Morrow and Company, Inc.

Addresses and Telephone Numbers for IRS VITA Coordinators

Unless otherwise noted telephone numbers are not toll free and will involve long distance charges to callers outside of the local calling area.

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Complete both sides and mail to the nearest IRS office listed on the brochure.

To: Internal Revenue Service

Attention: VITA Coordinator

VITA Interest Card

I am interested in participating in the Volunteer Income Tax Assistance (VITA) Program.

Name

Street

City State Zip Code

Telephone Number (include area code)

Organization's Name (if applicable)

Complete both sides and mail to the nearest IRS office listed on the brochure.